

# CITY OF GAHANNA

## JOB DESCRIPTION

Job Title: Assistant Aquatics Coordinator	Job Code:
Department: Parks and Recreation	Salary Range:
Location: Hunters Ridge Pool	FLSA/Civil Service: Non-exempt/Non CS
Revised            New   X	Effective Date: January 1, 2005

A. **BASIC FUNCTION** (Primary purpose of this job): The purpose of this position is to assist in the planning, organization, and coordination of a community aquatics program and facility for youth and adults.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES**

DUTIES & RESPONSIBILITIES	%
<ol style="list-style-type: none"><li>1. Assists the Aquatics Coordinator in planning, organizing and coordinating a community aquatics program and facility for youth and adults;</li><li>2. Takes on the responsibilities of the Aquatics Coordinator in his or her absence;</li><li>3. Provides leadership and direction to summer staff of fifteen guards and fifteen concession staff through direction, training, scheduling and evaluation;</li><li>4. Serves as the Lifeguard Manager;</li><li>5. Implements and enforces the emergency action plans and facility safety policies;</li><li>6. Will assist co-workers in duties necessary for the proper upkeep and maintenance of the pool and pool grounds;</li><li>7. Maintains all necessary documentation for business, operations, program and staffing under the direction of the Aquatics Coordinator;</li><li>8. Leads and maintains the promotion of excellent customer service standards at all levels of operations under the direction of the Aquatics Coordinator;</li><li>9. Establishes and maintains effective working relationships with employees, supervisors, other agencies and the public;</li><li>10. Assists the Aquatics Coordinator in planning and implementing staff in-service training programs;</li><li>11. Assists the Aquatics Coordinator in providing program leadership through staff to organize, conduct and expand all programs including but not limited to swim team, dive team, swim lessons and special events;</li><li>12. Evaluates the effectiveness of programs and services and makes recommendations on the modification of existing programs under the direction of the Aquatics Coordinator;</li><li>13. Abides by the mandatory reporting policies as outlined by the City of Gahanna and all other governing bodies.</li><li>14. Performs all other related duties.</li></ol>	

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Graduation from a four-year college or university with a degree in aquatic management, recreation, physical education or a closely related field;
- Three years of progressively responsible experience at a pool facility is required and at least one year including management responsibilities is preferred;
- American Red Cross, YMCA or IT certification in Lifeguard Training; Water Safety Instructor Certification is preferred;
- Aquatic Facility Operator or Certified Pool Operators certification preferred;
- Current Lifeguard Certification, CPR and First Aid;
- Ability to coordinate and adhere to regulations required by the State of Ohio and PERRP.
- Knowledge of the Hunters Ridge Pool Employee Manual;
- Must have a valid driver's license or ability to obtain one prior to driving a city vehicle.

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid

Computer(including Microsoft Office), fax, telephone with voicemail

E. **ESSENTIAL REQUIREMENTS OF POSITION:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be called to work 24 hours/day, 7 days/week. The worker may be required to wear specialized personal protective equipment.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): As a member of the Parks and Recreation Department, there is a high degree of accountability as most of the Department relates directly to the citizens of the City of Gahanna. Errors in judgment and/or legal difficulties will be dealt with directly by the Recreation Superintendent.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.):  
This position will interact on a regular basis with the Recreation Superintendent, Aquatics Coordinator, Lifeguards, Concession Team Members, and citizens.

H. **SUPERVISION RECEIVED:** Work is performed under general supervision.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly: Up to 25 Indirectly: N/A

<b>Prepared by:</b>	<b>Date:</b>
<b>Approvals:</b> <b>Supervisor/Manager:</b>	<b>Date:</b>
<b>Director:</b>	<b>Date:</b>
<b>Human Resources:</b>	<b>Date:</b>
<b>I understand the above job description details my current job functions and responsibilities:</b>  <hr/> <b>Employee Signature</b>	<b>Date:</b>